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# ENG 1001G-003: College Composition I

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## ENGLISH 1001-G, COLLEGE COMPOSITION I: CRITICAL READING & SOURCE-BASED WRITING, FALL 2016

Instructor: Tammy Veach

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Office Hours: 11-11:30 & 1-2 MWF, & by appt.

Texts: Harris & Kunka, *Prentice Hall Reference Guide*, 9<sup>th</sup> Edition

Palmquist, *Joining the Conversation: A Guide for Writers*, 2<sup>nd</sup> Ed.

Wysocki & Lynch, *Compose, Design, Advocate*, 2<sup>nd</sup> Edition

Kirsznner & Mandell, *The Blair Reader*, 9<sup>th</sup> Edition

**COURSE DESCRIPTION:** College Composition I focuses on informative, analytical, evaluative, and persuasive writing and introduces students to college-level research. Students will develop sound writing processes, produce cogent writing, strengthen analytical reading skills, and work with sources. It is a 3-semester hour, writing centered course in which students will produce a minimum of 5,000 words of polished prose over the course of the semester.

**PLACEMENT GUIDELINES:** Passing grade in English 1000 or direct placement into ENG 1001. Students having EITHER a minimum high school GPA of 3.00 or a minimum ACT-English score of 18/ SAT-Writing score of 430 will be placed in ENG 1001. Students who have BOTH a high school GPA below 3.00 AND a 17 or below on ACT-English (420 or below SAT-Writing) will be placed in ENG 1000.

**LEARNING OBJECTIVES** – Students will demonstrate the ability to:

- Develop effective writing processes for producing documents
- Produce informative, analytical, evaluative, and persuasive prose
- Implement reading processes to evaluate sources
- Adapt written texts to suit the text's purpose, audience, genre, rhetorical situation, and discourse community
- Recognize how to transfer their writing processes, understanding of rhetorical principles, and genre awareness to other writing situations
- Find appropriate sources through secondary research, including the use of academic databases
- Integrate sources ethically and appropriately using at least one recognized citation style
- Use effective language and delivery skills through speaking opportunities
- Present work in Edited American English
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**SPECIAL INFORMATION ABOUT THE EWP:** As a graduation requirement, you must submit 3 essays to be included in your Electronic Writing Portfolio; you may choose to submit an essay from this class to help fulfill that obligation. Please go to [www.eiu.edu/~assess/ewpmain.php](http://www.eiu.edu/~assess/ewpmain.php) for complete information.

**INFORMATION FOR STUDENTS WITH DISABILITIES:** If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

### RESOURCES FOR STUDENTS:

- The Student Success Center—Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (<http://www.eiu.edu/~success>) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.
- The Writing Center—Located at 3110 Coleman Hall, this free service provides one-to-one conferences with consultants who can help you with brainstorming, organizing, developing support, documenting your papers, and working with sentence-level concerns. It is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

**CLASS HANDOUTS/ INFO -- CHECK PANTHERMAIL EMAIL DAILY:** Please check your EIU Panther mail account for information and class handouts/materials. You will need to print, read, and analyze materials before class; hard copies of handouts will not be provided. If class is ever canceled you will be notified by a note on the classroom door; it may have special instructions, so please be sure to read it yourself rather than relying on a classmate's message. If possible, I will also notify you via Panther mail with further information and instructions.

**ATTENDANCE, MAKE-UP WORK, AND LATE WORK:**

- If you are absent, it is your responsibility to find out what you missed and if changes were made to our tentative syllabus while you were gone. Your regular attendance is important -- due to the interactive nature of this course, much of what we do simply cannot be replicated, even if your absence is excused.
- Excused absences are granted only for **serious and verifiable** reasons, NOT for matters of personal convenience, **nor for illnesses or emergencies for which you have failed to provide verification**. You must initiate the process of documenting your absence as excusable; merely emailing to say you will miss class is **NOT** acceptable verification of the legitimacy of your absence. **I reserve the right to determine what is/is not an excused absence.**
- **Documentation of all excused absences must be presented within one week of your return to class, or the absence will be counted as unexcused.**
- Examples of excused absences include illness documented with a note from Health Services or a doctor; death in the family for which you have provided a copy of the obituary; car trouble (for commuters only) for which you have provided a copy of the towing or repair bill, etc. Examples of unexcused absences include oversleeping, having an appointment with your advisor (should not be scheduled during class time), needing to study for a test or work on a project for another class, missing because your ride home is leaving early, participating in Rush activities, etc.
- If your absence is excused, late/ make-up work must be completed promptly. If you were absent on the day an assignment was due, to avoid penalty you must turn it in the day you return. In general you will have as much time for make-up work as you were absent (e.g. if you miss 1 class, make-up work is due 1 class after you return).
- If participating in an official EIU activity, work you'll miss must be completed **in advance**. Remind me of your upcoming absence (not just a list of dates in a letter), allowing yourself enough time to complete assignments.
- I will allow each of you 3 personal days this semester to use at your discretion without penalty, with the following exceptions: **THESE PERSONAL DAYS MAY NOT BE USED ON ANY OF THE FOLLOWING DAYS: ESSAY OR PRESENTATION DUE DATES OR DAYS OF CONFERENCES, GROUP WORK, OR PEER EVALUATION.**
- Attendance is recorded daily; unexcused absences will substantially hurt your grade, especially as follows:
  1. In-class work (quizzes, writing exercises, etc.) can be made up only if your absence is excused
  2. Late work is graded down one letter grade for each day it's late, unless due to an excused absence
  3. Part of your final grade is based upon daily activities: contributions to class discussions; in-class writing activities; a presentation; peer evaluation; conferences, and other activities that can be completed only if you're here.
  4. If you miss class more than those 3 personal days and do not have an excusable reason for which you have provided documentation, you will earn a 0/100 for your daily grade (10% of your grade).
- Absences on assignment due dates, test dates, or conference dates will require strong verification before make-up privileges will be granted or before late penalties will be waived.
- **No assignments will be accepted more than one week after the due date; a zero will be recorded.**

**CLASSROOM ETIQUETTE:** Demonstrating courtesy to others is important in this class. Please listen while another person is speaking, put your cell phone on vibrate, refrain from all cell phone use including texting/emailing in class, stay awake and alert (no earbuds, no sleeping.), and respectfully handle points of view that differ from your own. Class etiquette includes arriving prepared and on time. Rare lateness of a minute or two is not an issue, but being frequently late or several minutes late is, and I will assign penalties, such as counting your tardiness as an unexcused absence or refusing to admit you into class that day if you are a frequent or blatant violator. (Note: if you're late 10 minutes or more, this will be counted as an absence; late less than 10 minutes 3 times, this will count as an absence.) Problems in any of these areas may result in your dismissal from class that day and will adversely affect your daily grade.

**GRADING:** English department standards will be used to determine grades on all written work, rather stringent guidelines that evaluate not only the quality and development of your ideas, but also your style, organization, grammatical proficiency, etc. While you will be graded on a variety of activities, the quality of your writing will largely determine your grade in this class. In calculating your semester grade, I will use a 90-80-70% scale. I anticipate assigning a total of 1,000 points, thus 900 - 1,000 for an A, 800-899 for a B, 700 - 799 for a C, but I reserve the right to make changes (such as adding essays, quizzes or other assignments) that may affect the semester point total, though I will still grade on a 90-80-70% scale. For a variety of reasons (including the fact that you will have the opportunity to earn extra credit through a service learning project/essay), I do not round off grades; for example, 799 points or 79.9% still equals a C. English 1001-G is graded on an A, B, C, and NC (no credit) basis, **so you must earn 70% (tentatively 700 points) to pass this class. NOTE: IN ORDER TO PASS THIS CLASS, YOU MUST TURN IN ALL MAJOR WRITING ASSIGNMENTS WITHIN 1 WEEK OF THE DUE DATE; FAILURE TO DO SO RESULTS IN AN AUTOMATIC GRADE OF NC (NO CREDIT) FOR THE SEMESTER.**

**TENTATIVE REQUIREMENTS AND THEIR POINT TOTALS:**

- **Essays, 850 points** -- You are required to submit all work on your essays, from beginning to end -- notes, brainstorming, rough drafts (save/print a copy of each rough draft before new revisions), and final draft:
  - Essay 1, INFORMATIVE, 500 – 1,000 words (2 - 4 pages), mandatory peer evaluation, 100 points
  - Essay 2, VISUAL ANALYSIS, 750 – 1,250 words (3 – 5 pages), mandatory conferences, 150 points.
  - Essay 3, TEXTUAL ANALYSIS, 1,000 – 1,500 words (4 – 6 pages), research required, 200 points
  - Essay 4, COLLABORATIVE RESEARCH, 2,000 - 3,000 words (8 – 12 pages) 200 points, (100 group, 100 individual); mandatory conferences.
  - Essay 5, EVALUATIVE, 500 – 750 words (2 – 3 pages), 50 points
  - FINAL PORTFOLIO, including evaluative and reflective statement of 500 – 750 words (2 – 3 pages) 150 points
  - Service Learning/Extra Credit Essay, up to 30 points – see separate handout for full details
- **Presentations, 50 points** – 2 presentations in conjunction with your collaborative research assignment, on your annotated bibliography and on the final results of your group's research
- **Daily Activities – participation in class discussions, preparation for conferences, completing peer evaluation activities, in-class writing, and other in-class activities-- 100 points:** Your participation in this class on a day-to-day basis is crucial -- you must show up and you must participate in class activities -- BOTH factors will weigh heavily in determining your daily grade. Participation means more than just showing up but sitting silently. Other factors affecting your participation grade include completing all assignments; finishing daily writing or grammar exercises; contributing to class discussion; having a positive attitude; being punctual, prepared for, and attentive during class and conferences; and treating your classmates and teacher with respect. Please also read information under “attendance” regarding the effects of unexcused absences upon your daily grade.

**RETURN OF ESSAYS/ TEACHER COMMENTS:** You will receive detailed comments from me on all major writing assignments -- not only to explain the grade you received but to help you improve as a writer. Be sure to read the comments and to discuss them with me if you have any questions. Because of the length of time I devote to reading and commenting upon your essays, expect them to be returned no sooner than 1 week after I receive them, often longer.

**CONFERENCES, FEEDBACK ON ROUGH DRAFTS, ETC.:** We will have mandatory conferences on Essays 2 and 4 to discuss your rough drafts (class will be cancelled for face-to-face and/or electronic meetings with each of you), and I encourage you to come by my office any time you have questions. If my office hours don't fit your schedule, we will strive to arrange a conference at a mutually-convenient time. I will use conferences to answer questions and to address global issues in your work rather than to proofread your work or to clean up your grammatical errors, typos, etc., so be prepared to be your own editor. Finally, please do not wait until the last minute to ask for my advice. I may not be able to respond if you're contacting me just a few days before your essay is due; I will answer as many questions as possible on a first-come, first-served basis but may not be able to respond to all questions or conference requests due to time constraints. Please consider the Writing Center in Coleman Hall 3110 as another option.

**CONTACTING ME:** I encourage you to approach me any time you have questions about class – via Panther mail ([tfveach@eiu.edu](mailto:tfveach@eiu.edu) rather than through D2L) or face-to-face during class or during my office hours. If emailing, please include your name and follow professional protocol – to be discussed in class. I will respond to your message as soon as possible after I receive it – if you have not heard from me within 24 hours of sending it, please send again (except on weekends, when I do not always check my messages). I do not have a phone in my office, so emailing me is the easiest way to reach me if you are not able to speak with me during class or office hours.

**COMPUTER ETIQUETTE AND SPECIAL INFO FOR ETIC SECTIONS** (those meeting in rooms 3120, 3130, 3140, or 3210): To maximize English classes' access to the computer labs, we'll alternate weeks between the lab and a regular classroom (paired as either 3210/3140 or 3120/3130) -- consult your syllabus for each week's room assignment. The technology will enhance our class, making it easier for us to write and revise our work, to share our writing, to locate information using the Internet, etc., but our emphasis will be placed upon writing and analyzing the assigned material, assisted by technology when appropriate, rather than focusing on computer skills. Note that the computers and printers in the ETIC are to be used only for your work in this class and only when I've instructed you to do so. Our ability to collaborate with one another will be greatly enhanced by our ability to share time in the lab and regular classroom.

**A QUICK NOTE ON RESEARCH:** In order to pass this class, you must write essays in which you incorporate material from outside sources (Essays # 3 and #4). We will review research methods and MLA parenthetical documentation, but that won't be enough if research writing is new to you, so see me IMMEDIATELY if 1) you've never written a research paper, 2) you've never used MLA documentation, or 3) you've had problems on previous research assignments (particularly with weak sources, documentation, or plagiarism) -- you'll need to allow time for extra conferences and assistance from me outside of class in order for you to successfully complete these assignments, so please let me know ahead of time so I can set aside some extra time to help you. As with your other assignments, the Writing Center consultants are another source of assistance if you are struggling with the research component of class.

**ACADEMIC INTEGRITY:** Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

#### **ENGLISH DEPARTMENT'S POLICY ON PLAGIARISM:**

Any teacher who discovers an act of plagiarism -- 'the appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's original work' (*Random House Dictionary of the English Language*) -- has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

#### **MORE ON PLAGIARISM, ACADEMIC INTEGRITY, AND SEEKING APPROPRIATE HELP WITH YOUR WRITING:**

Plagiarism means taking the words or ideas of another person and passing them off as your own. To avoid it, take special care when using outside sources (including Internet sites): if you incorporate such material into your work, you must follow MLA documentation guidelines to cite each author and page number in parentheses after any sentences that include this material (and include a Works Cited page with complete bibliographic information). If you use both ideas and wording from a source, it's not enough just to cite author and page number parenthetically; you must also use quotation marks around sentences, phrases, or even key terms taken verbatim from this source. If you have any questions about incorporating or citing material from sources, please see me. I am happy to help you better understand the importance of this issue and to master the protocol involved with citing source materials.

Even when you're not using outside sources, though, you must still make sure that all of the work you turn in is your own and that it has been written this semester for this class. If you have problems with your writing, you need to develop the skills necessary to overcome those problems, and I'm here to help you do that, but it won't happen magically or effortlessly or overnight. As overwhelming as this may sound, the rewards are well worth your effort. I am more than willing to meet you halfway if you are willing to try! Even if you've always hated English, I'm here to help make this a less-dreaded subject. In addition, please do not attempt to submit work that you've written for another class. If you have a previous or concurrent assignment that you would like to modify for this class, you must get specific permission from me and must be willing to make significant changes to the work -- no recycled papers from high school or other college courses!!!

**Acceptable help with your writing:** consulting with me; working with members of your peer evaluation group, who are instructed to respond to your work following specific guidelines explained in class; seeking tutoring from the ENG department graduate assistants in the Writing Center (Coleman Hall 3110), who will help you with your writing, but without doing the work for you (consulting, not proofreading). While it is certainly helpful to seek the feedback of others when you write, please don't ask your family, friends, the English major on your floor, or anyone else, to "fix" your paper for you. Feedback is useful, but having someone else do the work for you impedes your development as a writer and violates EIU's academic integrity standards.

**Unacceptable help with your writing:** You must turn in your own work. It is unacceptable to take any of these obvious shortcuts: having someone write or rewrite all or a portion of your essay, having someone else identify and correct your grammatical mistakes for you; taking anyone else's ideas and/or words and/or efforts and passing them off as your own; submitting an essay in which any portion has come from anyone else's essay (including fraternity and sorority files) or from an Internet site, term paper company, or any other "cheater" source, or submitting without permission an essay you wrote for another class, past or present.. Remember: I enforce my department's plagiarism policy to the fullest and impose similar penalties for all incidents involving academic integrity violations.

Please note that the F gained through plagiarism or academic dishonesty has a disastrous impact on your grade point average, but an NC gained honestly has no harmful effects upon your GPA. And by working hard, you might find yourself raising your skill level, and thus your grade, to the C level -- or even higher! -- the honest way!

I wish each of you the best of luck this semester -- and am happy to point out that only the few of you who refuse to do the necessary work for this class will be affected by most of these policies. For the rest of you -- together we will work hard, but I hope we'll also have fun along the way. I hope not only to challenge you this semester, but also to encourage you, to inspire you, and to delight in your success. Welcome to my class, and I hope you'll soon feel that it is OUR class. I'm looking forward to a great semester with you!

**ENG 1001, Veach – Fall 2016 Tentative Schedule**  
**Sections 003 (9-9:50 MWF) and 022 (2-2:50 MWF), both in CH 3140/3210**  
**Office 3055 Coleman Hall; Office Hours 11-11:30 and 1-2:00 MWF, and by appt.**

**Reminders:**

- We alternate between a regular classroom (3140) and a computer lab (3210) on a weekly basis – see below
- Reading assignments must be completed BEFORE coming to class on the date listed; bring book(s) to class on assignment days.
- Since this is a tentative schedule, expect changes as needs arise.
- Abbreviations of textbooks used: PHRG (*Prentice Hall Reference Guide*), BR (*The Blair Reader*), JTC (*Joining the Conversation*), CDA (*Compose, Design, Advocate*), H (handout sent via Panther mail)

**Week 1 – Coleman Hall 3140 (Classroom)**

M 8/22 Introduction to Course and Policies

W 8/24 High school writing vs. college-level writing; standards for evaluating writing assignments at EIU discussed; in-class writing sample

F 8/26 JTC Chapter 1 (pp. 3 – 21).

**Week 2 – Coleman Hall 3210 (Lab)**

M 8/29 Essay 1 (Informative) Assigned. JTC Chapter 6 (pp. 159-212).

W 8/31 Review of common problems with grammar and punctuation – PHRG Chapters 5, 7, and 8; H (email)

F 9/2 Style and sentence structure – PHRG Chapters 4 and 6; H (email)

**Week 3 – Coleman Hall 3140 (Classroom)**

M 9/5 Labor Day – No Class

W 9/7 Drafting and designing your essay – JTC Chapter 16 (pp. 519 – 556)

F 9/9 Peer review – bring rough draft of your essay to class

**Week 4 – Coleman Hall 3210 (Lab)**

M 9/12 **Essay 1 DUE!!!** Essay 2 (Analysis of Visual Images) Assigned. Read CDA Chapter 7 (pp. 237 – 282) and JTC Chapter 7 (pp. 213 – 271). Begin viewing *The Lion King*.

W 9/14 *The Lion King*, continued.

F 9/16 Finish *The Lion King*; discuss. Read critical essay on *The Lion King* (H – check your email).

**Week 5 – Coleman Hall 3140 (Classroom); Conferences are in my office, Coleman Hall 3055**

M 9/19 Essay 1 returned; in-class workshop over Essay 1 results. Portfolio assignment given and explained – work is ongoing all semester. Due final exam day.

W 9/21 No Class: Conferences on Essay 2

F 9/23 No Class: Conferences continued

**Week 6 – Coleman Hall 3210 (Lab); Conferences are in my office, Coleman Hall 3055**

M 9/26 No Class: Conferences continued

W 9/28 No Class: Conferences continued

F 9/30 No Class: Final day of conferences

**Week 7 – Coleman Hall 3140 (Classroom)**

M 10/3 **Essay 2 DUE!!!** Essay 3 (Textual Analysis) assigned. Read: "Those Winter Sundays" (BR 36), "Snapping Beans" and "Junior Year Abroad" (both H—check your email)

W 10/5 Finish Monday's readings; Read "The Story of an Hour" (BR 240-43)

F 10/7 No Class – background research for Essay 3

**Week 8 – Coleman Hall 3210 (Lab)**

M 10/10 Read "The Red Convertible" (H – check your email)

W 10/12 Discuss features of writing about literature. In class work on Essay 3 – bring draft on flash drive

F 10/14 FALL BREAK—No Class

**Week 9 – Coleman Hall 3140 (Classroom)**

M 10/17 Essay 2 returned. Workshop on Essay 2 results and questions about Essay 3.

W 10/19 **ESSAY 3 IS DUE!!!!** Begin Essay 4 – group persuasive research. Assignment given and groups chosen.

F 10/21 Background on persuasive writing. JTC Chapter 10 (pp. 377 – 431). Practice at persuasion activity.

**Week 10 – Coleman Hall 3210 (Lab)**

M 10/24 Review of research writing. Read PHRG pp. 331-366 and JTC Chapter 11 (pp. 433-52). **Group topic due!**

W 10/26 Using sources, gathering info, taking notes: PHRG pp. 363-368 and JTC Ch. 12 (pp. 453-482).

F 10/28 No Class – meet with your group to find sources and prepare annotated bibliography presentation

**Week 11 – Coleman Hall 3140 (Classroom)**

M 10/31 **Annotated bibliographies and presentations due!**

W 11/2 Quoting, paraphrasing, and avoiding plagiarism. PHRG pp. 368-390, JTC Chapter 13 (pp. 483 – 494); and Handouts – check email.

F 11/4 NO CLASS – work with your group to finalize division of labor. **Group division of labor plan due by midnight** (send via attachment to [tfveach@eiu.edu](mailto:tfveach@eiu.edu))

**Week 12 – Coleman Hall 3210 (Lab)**

M 11/7 **Plagiarism Quiz.** Discuss sample research paper (H – check email).

W 11/9 In-class work on persuasive research essay – bring materials to class. **Progress check.**

F 11/11 NO CLASS – group conferences. **Attendance is mandatory for groups 1 and 2!!**

**Week 13 – Coleman Hall 3140 (Classroom)**

M 11/14 NO CLASS – group conferences. **Attendance is mandatory for groups 3 and 4!!**

W 11/16 NO CLASS – group conferences. **Attendance is mandatory for groups 5 and 6!!**

F 11/18 NO CLASS; office hours 9 a.m. – 11 a.m. for follow-up conferences

**Week 14 (M 11/21, W 11/23, F 11/25) – Thanksgiving Recess, No Class****Week 15 – Coleman Hall 3210 (Lab)**

M 11/28 In-class work on group papers and presentations.

W 11/30 In-class work on group papers and presentations.

F 12/2 **Essay 4 (Group research assignment) due!** In-class work on portfolio assignment or presentation.

**Week 16 – Coleman Hall 3140 (Classroom)**

M 12/5 **Group Presentations Due, Groups 1 - 3**

W 12/7 **Group Presentations Due, Groups 4 - 6**

F 12/9 **Last Class Day Essay 5 (Evaluative) Due.** Work on portfolio assignment.

**Week 17 -- Coleman Hall 3120 (Lab)**

Final Exam Day – **Portfolio Due!!!**

9:00 Class (Section 003) -- Tuesday, December 13, 8:00 a.m.

2:00 Class (Section 022) – Wednesday, December 14, 2:45 p.m.